

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DEPUTY SHERIFF**

Jurisdictional Class: **Competitive**
Date Adopted: **Oct. 11, 1997**
Date Revised: **June 5, 2000, January 2008**
Jurisdictions: **County**
Union Status: **SCDSA**
Pay Grade: **10**

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Sheriff's Department and involves responsibility for the protection of lives and property and the enforcement of general laws of New York State and ordinances within the County. On an assigned shift an incumbent may assist in investigations of offenses, apprehend violators, and/or conduct routine patrol operations in accordance with standard departmental operating procedures. The work is performed under the general supervision of a higher-ranking employee who gives specific instructions and assistance when special problems arise. Does related work as required.

TYPICAL WORK ACTIVITIES:

When performing law enforcement duties:

Patrols assigned areas to enforce laws, investigate crimes and arrest violators;
Drives patrol vehicle through assigned area, observing traffic violations and issuing citations;
Assumes control at traffic accidents to maintain traffic flow, assists accident victims and investigates causes of accidents;
Locates and takes persons into custody on arrest warrants;
May attend court and present evidence in connection with arrests made or cases investigated;
Notifies supervisors of major accidents or crimes, contacting coroners if necessary and making preliminary investigations;
Investigates illegal or suspicious activities of persons and quells disturbances;
Maintains order in crowds, parades, fairs and other public gatherings;
Prepares a variety of records and reports associated with law enforcement work;
May transport or escort prisoners between courtrooms, correction facilities and medical facilities;
Answers questions for, directs and assists the public;
Operates telephone, radio, computer and miscellaneous equipment;
May serve court orders and processes, such as summonses, subpoenas and income executions;
May perform terrain patrol, operating four-wheelers and snowmobiles in navigable areas of the County.

While working/assisting court security:

Shall guard and protect judges, non-judicial officers and employees, trial jurors, attorneys, witnesses, and the general public; and
Shall operate a magnetometer and/or other forms of metal detectors.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of modern principles, practices and techniques of law enforcement; working knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances; working knowledge of the local geography; working knowledge of the operation of radio equipment; working knowledge of search and frisk methods; working knowledge of the use of defensive and restraining physical techniques; working knowledge of first aid procedures; ability to acquire skill in the use of special equipment including radar

Last Reviewed: 1/08
Last Updated: June 5, 2000, January 2008
Reviewed By: n/a
Last Reallocated: n/a

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and breathalyzers; ability to apply first aid; ability to deal firmly yet courteously with the public; ability to follow and communicate written and oral directions; ability to observe; ability to make quick decisions regarding personal safety in emergency situations; ability to reason clearly; ability to remember facts and information; ability to prepare records and reports; ability to read English and interpret written materials.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

Possession of a New York State drivers license. In order to be eligible for appointment candidate must meet all current requirements of Section 58 of the Civil Service Law.